FINELINE

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John Reidhead, Director
Division of Finance

Reflecting and Looking Forward

This past year has been amazing. In addition to our normal workloads, we have implemented the new FINET statewide accounting system. Change is always exciting, challenging, frustrating, and a little bit crazy! FINET users across the state have been adapting to the new system and we have all learned together. Some have been enthusiastically receptive to the changes; others have been a bit less ardent in their response, but together we have tackled the new FINET implementation and we continue to work toward resolving any remaining issues.

Over the next few months, the Division of Finance, in partnership with CGI-AMS, will embark on a structured fact finding project. We see this as a turning point with the new system as we have progressed enough to begin proactively developing the system to resolve issues versus reacting to pressing problems. As part of this project, we will visit state agencies to help identify issues and concerns. We will then go to work to develop solutions to the issues identified, especially those issues that impact multiple agencies.

I'm very grateful to each of you who have worked and sacrificed this past year to transition to the new FINET system in your agency. It has taken an incredible amount of innovation, dedication, and teamwork to accomplish what has been done and I hope your feel a healthy sense of accomplishment for it. There are still several urgent matters that need attention and we appreciate your patience as we strive to resolve them.

Thank you all for your hard work and commitment to a job well done. My wish for each of you during this holiday season would be plenty of quality time with those who you love and a very happy holiday! After all, who knows what a new year will bring!

Data Warehouse Update

It is obvious to our StateDW COGNOS users that we have been experiencing significant performance problems the past few months. We identified the problem early on but unfortunately, it has been one of those pesky problems that just continues to hang on no matter how we try to fix it. In a nutshell, the problem lies with COGNOS 8 not releasing "user sessions" which quickly tie up the system resources, slows performance and prevents user access. We have purchased additional equipment for the data warehouse and we continue to work closely with COGNOS to remedy the situation. In the meantime, we are working on alternative solutions to make reports available. We are also working with a few agencies on solutions for their individual reporting needs. If you have additional questions or concerns, call Julia Holmes, Data Warehouse Manager at 538-3245.

Department Collections on OSDC Referred Receivable

Recently some confusion has developed surrounding the proper procedure for creating a cash receipt (CR) that references a receivable which has been referred to OSDC (Office of State Debt Collection) on the CL (Collection) document. There is no change to current State Policy FIACCT 06-01.13 (Receivables – ARS – Past Due Receivables).

FIACCT 06-01.13 states:

Payment Received by Department Within 5 Calendar Days

If the agency receives payment on the past due Receivable within 5 calendar days of turning it over to OSDC, the agency should deposit the payment and process a Cash Receipt (CR) document which references the Receivable (RE) document [Referencing the RE requires that the CL document turning it over to OSDC is first canceled]. After applying the payment, the agency should notify OSDC of the payment. Notification can be made by sending OSDC a screen print of the CR document showing the referenced RE number.

Payment Received by Department After 5 Calendar Days

Once a past due Receivable has been turned over to OSDC for longer than 5 calendar days, additional collections fees may be due that are not included in the original Receivable document. Customers are still liable for the additional collection fees. If the agency receives payment on the past due Receivable after 5 calendar days of turning it over to OSDC, the agency should deposit the payment in their bank account and process a non-referencing CR with the following information:

- The Bank Account code that corresponds to the bank account where the funds were deposited.
- Clearing Coding Block: Fund 2105, Agency 100, Unit 5020, Revenue Source 2930, and Appropriation Unit 2105.

Notify OSDC of the money received and deposited by sending a screen print of the CR with the CL number written on the screen print. Contact OSDC if your agency does not have access to the coding block listed above. OSDC will apply the payment to the appropriate CL documents.

If a department receives payment on a past due receivable that has been sent to OSDC, complete the following:

If the department receives payment on the past due receivable within 5 calendar days of turning it over to OSDC, the agency should:

☑ Deposit the payment in department bank account
☑ Cancel the CL to make the RE available again
☑ Process a CR (cash receipt) that references the RE (Receivable).
☑ Notify OSDC by sending them a screen print of the CR.

If the department receives payment on a past due receivable more than 5 calendar days after turning it over to OSDC complete the following:

☑ Deposit the payment in the department bank account
☑ Process a non-referencing CR with:

1. Bank Account Code that corresponds to the bank account where the funds were deposited.
2. Clearing account coding block

Fund	2105
Department	100
Unit	5020
Revenue Source	2930
Approp Unit	2105

☑ Notify OSDC by sending them a screen print of the CR.

Help Desk FAQs

by Ken Roner

Q. When I create an ITI/ITA combination, sometimes I don't find out until I am in the ITA that I made a mistake on selecting the event type. How can I fix that?

A. This particular situation is not easily fixed. If you have selected the wrong event type on the ITI, the wrong event type will copy forward to the ITA and cannot be altered.

What to do?

If you selected the wrong event type on the ITI, you have no choice but to start a new ITI with the correct event type and then copy forward to a new ITA. You can discard the ITI but not the ITA. You will have to E-mail 'FINET CONTROL' with a request to discard the incorrect ITA. They will take care of that for you. ITI documents can be discarded -- if they have not been closed by an ITA. If you wish, you are free to save them for future use if the event type you selected will work for a future tansaction. If you would like to delete the ITI, go the action menu and click 'edit/discard' and a cancellation version will be created. Validate and submit to complete the ITI.

December Training Schedule

All Functional Area courses will be held both remotely (take at your desk/location) and at the State Office Building. Document Approval and Document Navigation Tips & Tricks Courses will only be available for students to take at their desks via our remote learning software.

Thurs, Dec 7
Purchase Orders 8 am - noon
Payables 1 pm - 5 pm

Mon, Dec 18
Document Navigation Tips & Tricks 10 - 10:20 am
Document Navigation Tips & Tricks 2 - 2:20 pm

TRAINERS CORNER

FineLine Training Update - December

December's Mini-Course

The first FINET Mini-Course, "Document Navigation Tips and Tricks", was offered on 11/15/06. Twenty-two people participated in the short classes from their individual work locations using the Division of Finance's internet-based remote learning software. Based on survey responses from the participants, 98% of the individuals who took the course felt that they learned something new that would help them as they work in FINET.

If you are interested in taking the Document Navigation Tips and Tricks Mini-Course, you can register for one of the following sessions by accessing: **http://www.apps.finance.utah.gov:8090/quest/finet/syllabus/syllabus.htm**.

January's Mini-Course

Did you know that you can save Document Catalog searches for frequent, repeat use? If you want to learn more about this, join us for January's Mini-Course, "Using the Document Catalog." This Mini-Course will teach intermediate usage of the Document Catalog search functionality and how to save your Document Catalog searches. January's Mini-Course will be available for registration at multiple dates/times in January within the next couple of weeks.

On-Line Help Update

Fixed Assets and Requisitions on-line help has been updated to include required fields information for all fixed assets and requisition documents. To view this information, click on the Help button in the Primary Navigation Panel while logged into FINET. Alternately, you can access the On-line Help by selecting the Training button from the Finance home page – **http://www.finance.utah.gov** , then selecting the "FINET Online Help" link.